

Administrative Services Assistant 3

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit www.tn.gov/generalservices.

The Department of General Services Vehicle & Asset Management is looking to fill an Administrative Services Assistant position to assist the Assistant Commissioner and the VAM team. The position is located at 6500 Centennial Blvd in Nashville and the monthly starting salary is \$2,907 - \$3,343 (determined on experience). Information regarding benefits can be found at www.tn.gov/hr/employees1/benefits.html. Qualified candidates should submit a resume and letter of interest to DGS.Recruiting@tn.gov.

Examples of Duties and Responsibilities

- Assists executive staff in preparing reports, proposals and other documents by collecting and analyzing data, formatting, inputting, retrieving, copying or transmitting data
- Handles internal and external phone calls with professionalism and efficiency
- Welcomes guests and customers by greeting them in person or by telephone; answering or directing departmental inquiries
- Serves as a liaison to senior management and coordinates executive outreach and external relations efforts.
- Editing documents for grammar and spelling, as well as for technical accuracy, and formatting documents to meet state and department standards for publication.
- Learning new technical skills, and assisting others in the same.
- Participates in after-hours business functions, as needed
- Reads and evaluates incoming memos, submissions, and reports to determine their significance and plans their distribution
- Files and retrieves corporate documents, records and reports; opens, sorts, and distributes incoming correspondence, including faxes and email
- Schedule all travel & meetings including prioritizing and communicating all relevant details to participants
- Serve as the first point of contact for a variety of high-level relationships
- Transcribe meeting notes

Requirements

- Completion of an Bachelor's Degree from an accredited college or university; and 2 years of experience providing general administrative assistant duties in the private or public sector; or
- 4 years of experience providing general administrative assistant duties in the private or public sector
- Experience with Microsoft Excel, Word, and PowerPoint at an advanced level
- Superior organizational and problem solving skills
- Excellent verbal and written communication skills
- Excellent customer service skills
- Adaptable to change and exhibits creativity in problem solving
- Strategic thinker

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.